

Digital Receivables Finance:

How to share your accounting data

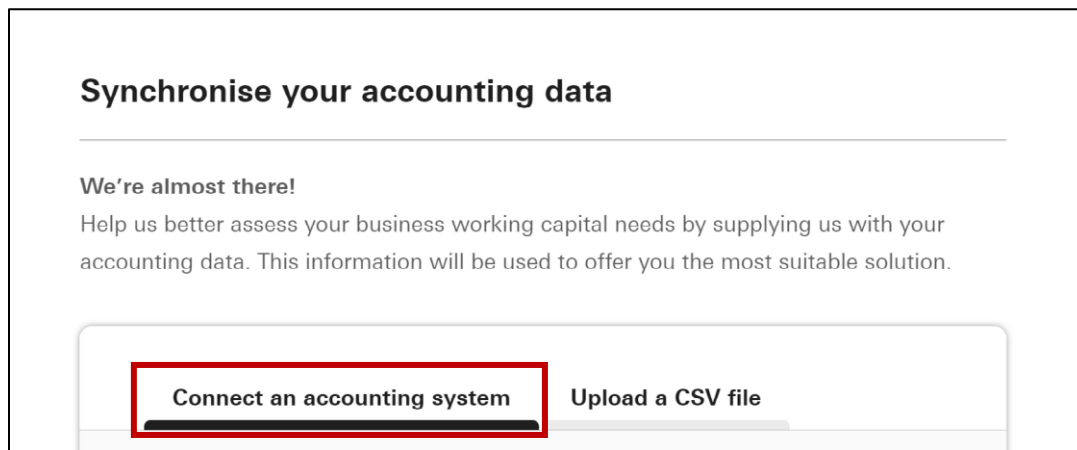
How to share your accounting data

You've completed the first three steps of the application, and now you need to share your accounting data with us before you can submit your application. We'll use your accounting data to better assess your business working capital needs and calculate how much funding we could offer you. You can share it with us in one of two ways:

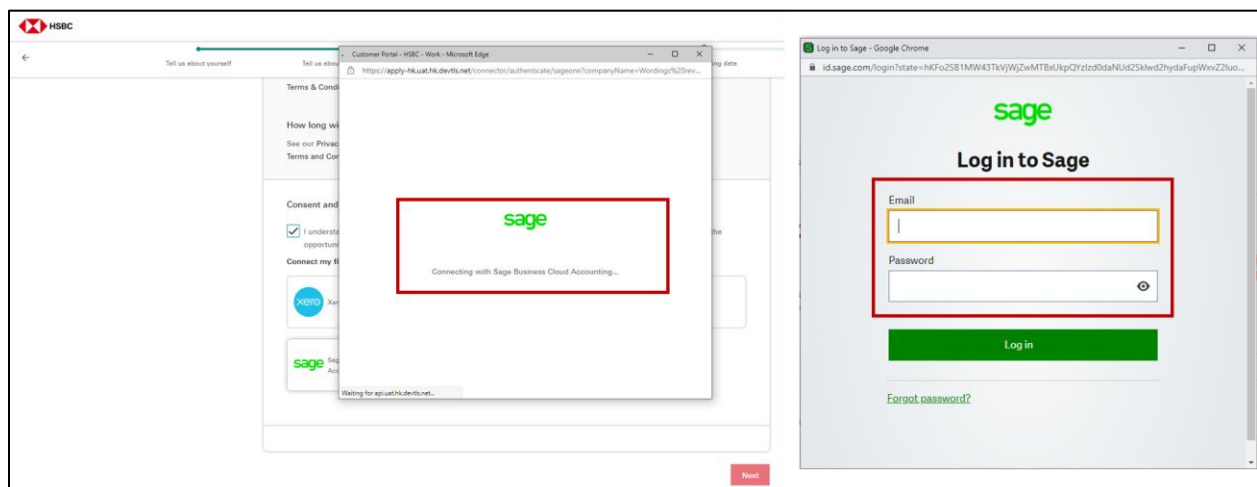
1. Share your data directly from your cloud-enabled accounting package; or
2. If your accounting package is not cloud-enabled, use our intelligent data mapping tool to guide you through uploading Comma Separated Values (CSV) files instead.

Option 1: Share your data directly from your cloud-enabled accounting package

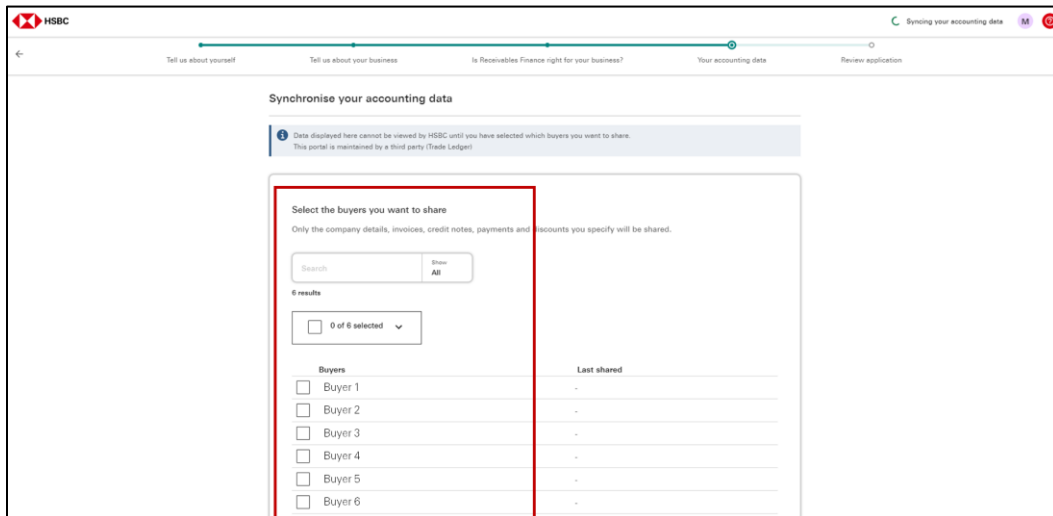
The easiest way to share your data is by allowing us to connect to your cloud accounting package. To do this you'll need to select the 'Connect an accounting system' tab.



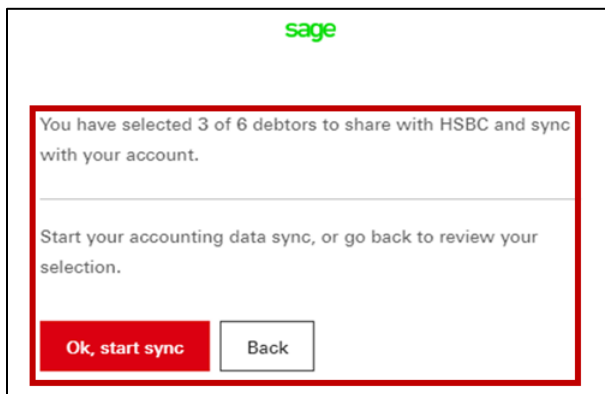
You'll need to consent to us connecting to your accounting system. Once you've ticked the consent checkbox, the accounting package connection options will be enabled. Select your accounting package from the options shown. We'll then ask you to log in to your accounting package.



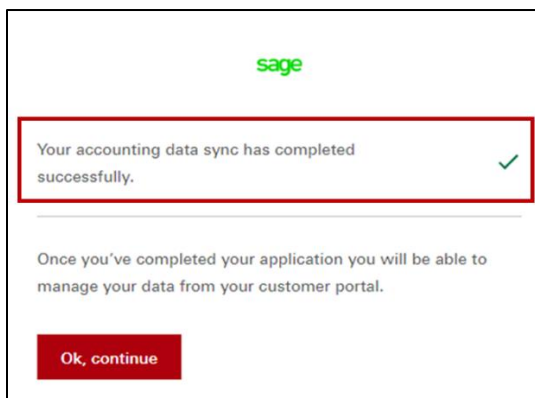
Depending on your accounting package you may be asked to authorize the application and select the business that you wish to provide data for. After that we'll ask you to select the buyers you wish to share data with us for.



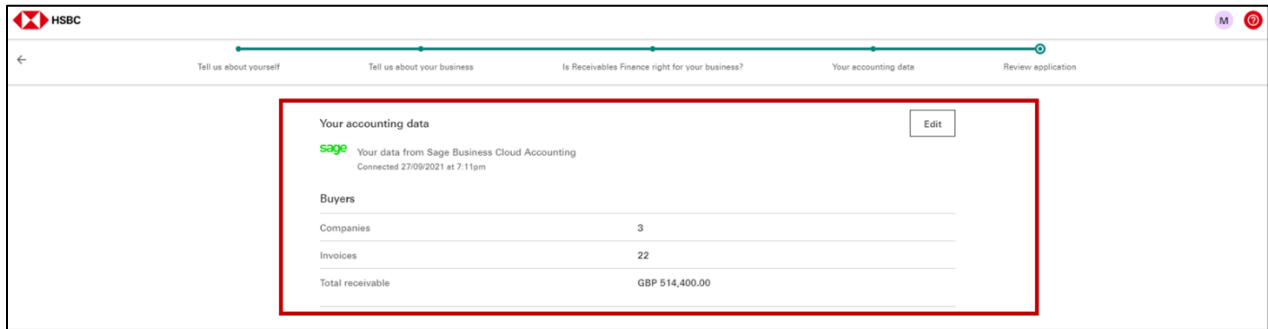
When finished a message will display on the screen to confirm the number of buyers selected for data sharing. You can click ok to start synchronizing data or go back and make changes to the buyers selected.



Once the synchronisation process is complete, you'll see a message on the screen to confirm. You'll also receive an email notification with a subject 'Your accounting data has been synced'.



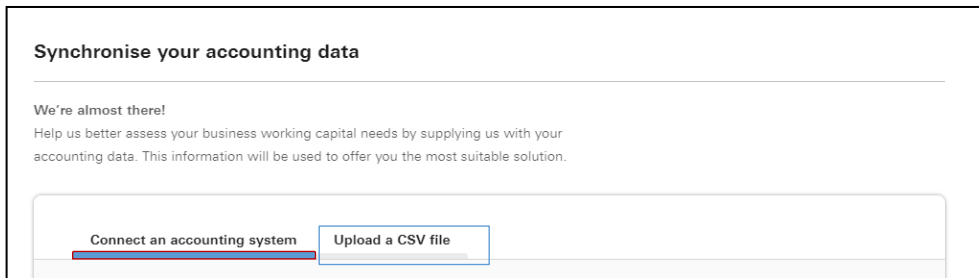
The summary of your accounting data will be shown in the portal.



Option 2: Use our intelligent mapping tool to guide you through uploading CSV files

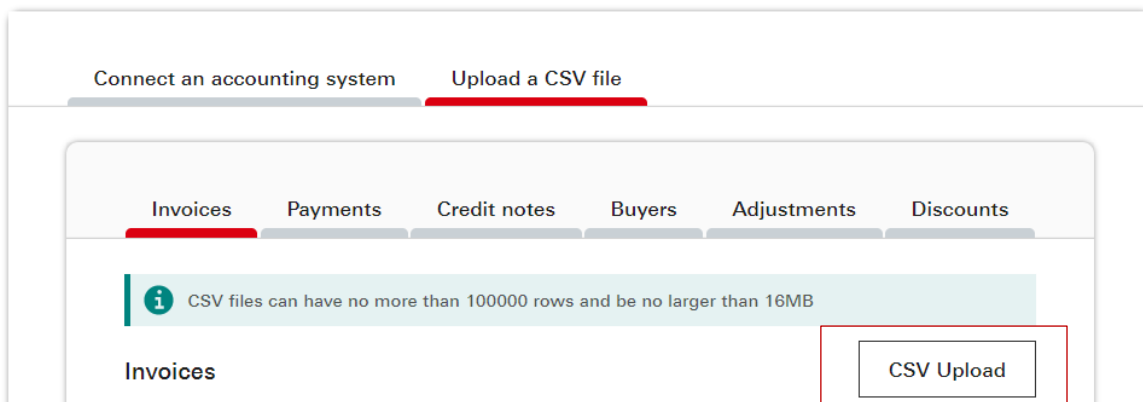
You can share your data with us by uploading CSV files. We'll guide you through this as you complete this section. If you'd like more details on the data required, please see the 'What data do we need?' section on the Help Centre.

To start the mapping tool, select the 'Upload a CSV file' tab, and consent to us processing the CSV files uploaded.



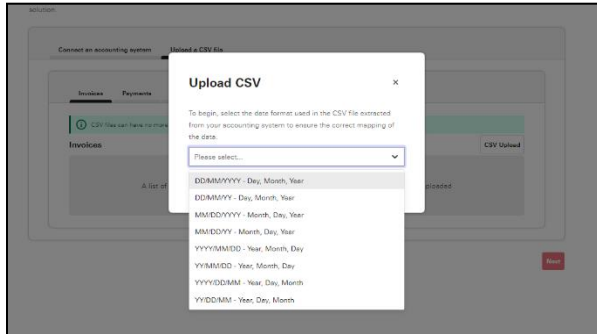
You'll be able to save your application and return to it later - you can do this before you start your CSV file upload or after you've submitted a file.

You'll see that this page contains six tabs, one for each of the files that you need to upload.

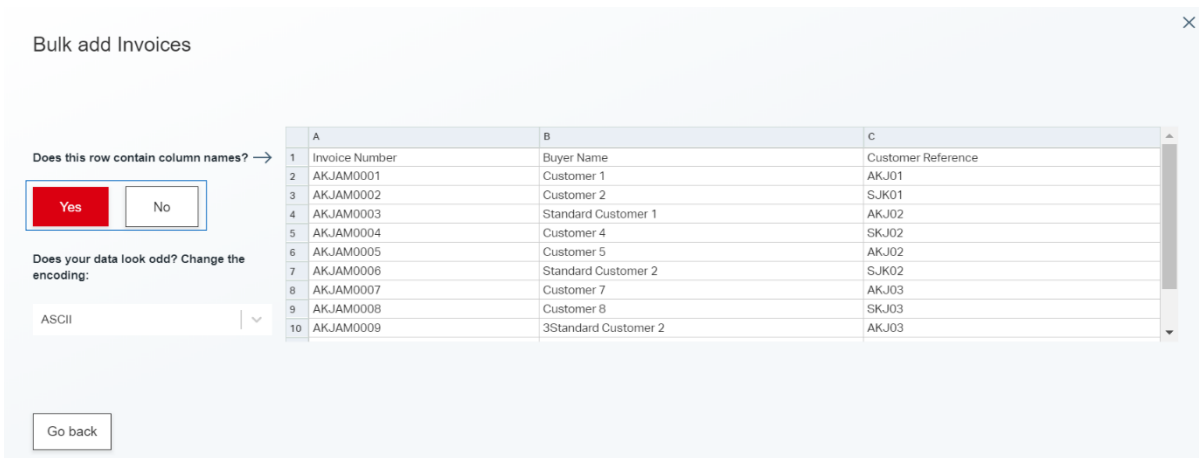


Click the 'CSV Upload' button and select the CSV file you wish to upload from your system. We can accept files up to 16Mb in size and up to 100,000 rows.

You'll need to specify the date format used in your upload. You can do this by selecting the appropriate entry from the drop down list:



You'll need to confirm if your file has headers by selecting 'yes' or 'no'. **Please note:** The mapping tool automatically detects the encoding of your file so please ignore this drop down unless you wish to manually override this field.



We then check the information you're entering matches the information we're expecting. The mapping tool will do this by matching the columns in your file to the values that we need.

The screenshot shows the 'Bulk add Invoices' interface with two mapping sections. Section 'a' shows 'Invoice Number' mapped to 'Invoice number' with a dropdown menu. Section 'b' shows 'Buyer Name' mapped to 'Debtor name' with a dropdown menu. Both sections include a 'Confirm mapping' button and a 'Ignore this column' link. Status messages indicate that the mappings are successful and that 100% of rows have values for these columns.

a The values from your CSV files

b The values that we need

If your values match ours, select 'Confirm mapping' or if not, select another value from the drop down list. **Please note:** If your CSV file contains additional columns that we don't require, all you'll need to do is select the 'Ignore this column' option:

You'll need to do this for all the columns in your CSV file. If you need to make changes to any of your choices, you can do this by selecting the 'edit' button.

For some values (Currency, Country, Invoice Status, Payment Type) we'll need a bit more detail - the mapping tool will make it clear and take you through this:

This screenshot shows a detailed mapping for 'Invoice Status'. It features a 'Your values' dropdown menu with 'Open' selected, and an 'Our values' dropdown menu also showing 'Open'. The interface includes a 'Confirm mapping' button and a 'Ignore this column' link. Status messages confirm the match and that 100% of rows have values for this column.

Once the mapping is complete you can review the CSV data that you've provided. You'll see any errors highlighted in red so that you can amend them. **Please note:** If you can see text/values highlighted in amber this means the mapping tool has reformatted your original values and you don't need to take any action.

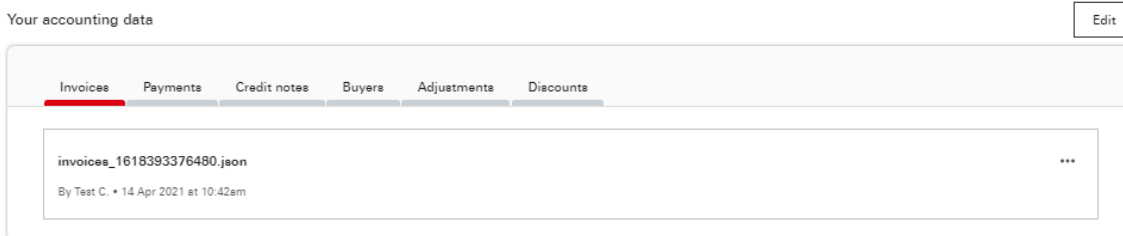
The screenshot shows the 'Bulk add 10 Invoices' interface in the 'Review' step. It includes a table with columns for Invoice number, Debtor name, External debtor reference, Invoice date, Due date, Invoice amount, Outstanding amount, Invoice status, and Currency. The 'Currency' column for the first row is highlighted in red, indicating an error. The interface also has a 'Show modifications' button and an 'Encoding: ascii' dropdown menu.

| | Invoice number | * Debtor name | * External debtor reference | Invoice date | * Due date | * Invoice amount | * Outstanding amount | * Invoice status | * Currency |
|---|----------------|---------------|-----------------------------|--------------|------------|------------------|----------------------|------------------|------------|
| 6 | AKJAM0005 | Customer 99 | KJ901 | 15/07/2020 | 14/08/2020 | 120.00 | 120.00 | Open | GBP |

To make things easier for future uploads you may wish to use this formatting in your source files. We recommend using the same formats in your source files to keep your records and data aligned.

Please note: Cells containing errors will be ignored by the system so it is important to make sure there are no errors left before you submit.

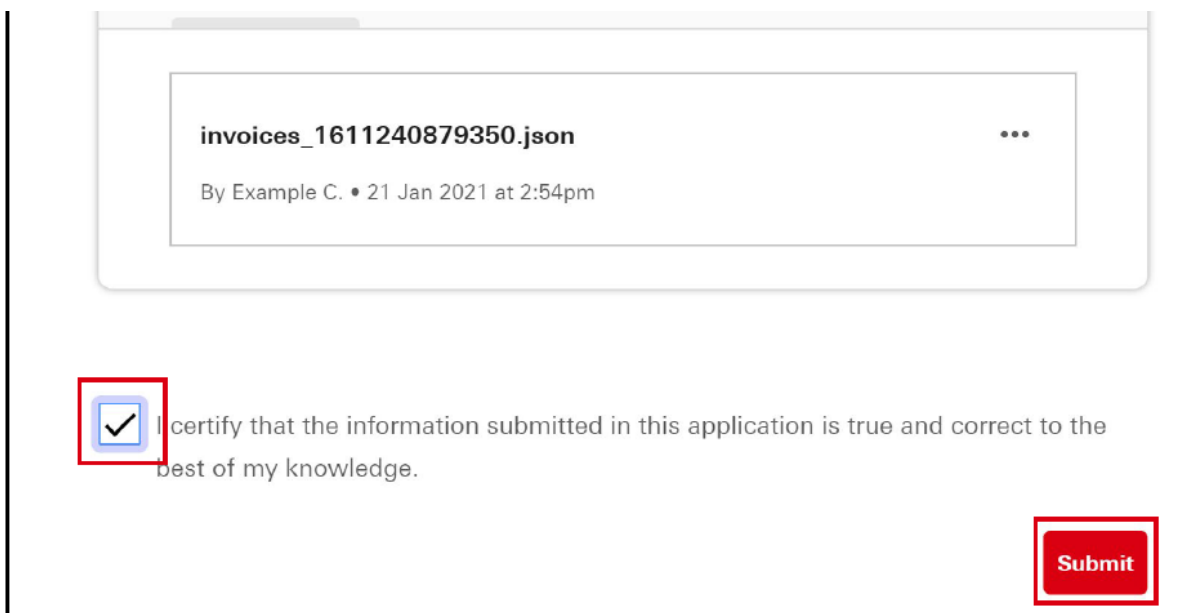
When you are happy with your upload click 'continue' to submit it. **Please note:** If you exit the portal or go back to a previous step before submitting a file, then your progress will be lost.



Once you've submitted the file you can check if it's complete. You'll need to repeat this for all 6 tabs and when you've done so, your data upload is complete.

What happens next

The final step allows you to review your application before submitting - you can go back and change any sections by clicking the 'edit' button.



Once you've checked the certification box you're ready to submit your application. When you've submitted it, we'll process this and if eligible, you'll receive an email when your indicative offer is ready to view. Please note that any indicative offer is made at our discretion and subject to applicable terms and conditions.

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